

DEPARTMENT OF MOTOR VEHICLES

INVESTIGATIONS DIVISION
5 Thomas Mellon Circle, Suite 168
San Francisco, CA 94134

**COPY**

January 6, 2010

Cheryl F. Cabero, Ph.D., Manager, Client Services Program
State of California, Department of Justice
Bureau of Criminal Identification and Investigative Services
4949 Broadway, B114
Sacramento, CA 95820

RE: Audit Response – Compliance with Route Data Field (RTE) Requirements

Dear Dr. Cabero,

I am in receipt of your letter dated January 4, 2010 regarding the results of the Criminal Offender Record Information System (CORI) audit performed on our San Francisco District Office by Irene Smith in December of 2009. As requested, I would like to advise you of the following actions having been taken to ensure compliance with state laws and regulations governing the use of CORI:

- On January 6, 2010, the San Francisco District Office held a training session to address the discrepancies discovered during your audit.
- The material reviewed included the following:
 - ✓ DOJ Information Bulletin No. 07-01-BCIA – CORI Information (enclosed with your letter)
 - ✓ Power Point Presentation – ROUTE DATA FIELD – California law Enforcement Telecommunications System (CLETS).
 - ✓ All users were provided hard copies of the Power Point presentation for future reference (copies attached).
 - ✓ Examples of proper and improper RTE information entries were reviewed and samples were provided for future reference.

The training session was conducted by District Supervisor Calvin Woo. A copy of this letter and the CORI audit results will be routed to our DOJ Client Services liaison, Deirdre Todd-Miller in our Professional Standards Unit.

If you have any question regarding this letter, please contact me at (415) 330-6475.

Sincerely,


Lisa Martinez, Area Commander
Department of Motor Vehicles
Investigations Division, Bay Area Command

A Public Service Agency